



MEMORANDUM

TO: Superintendents and Elementary Principals
FROM: Anna Shults, Literacy Specialist
John Wolf, Literacy Specialist
SUBJECT: Elementary Reading Plan
DATE: April 29, 2011

PL109 supported by the General Assembly, Governor Daniels, Dr. Bennett, and the State Board of Education, makes reading a priority. It is the intent of the Indiana Department of Education (IDOE) to ensure *all* students become proficient readers by the end of third grade and find future success through literacy. The purpose of this memo is to provide guidance to all Indiana elementary school personnel for developing an Elementary Reading Plan as required in the State Board rule.

Stakeholders will find the Elementary Reading Plan will be a useful source of information. A static template of the reading plan was released in December so that Reading Leadership Teams could begin reviewing required fields, examine current practices aligned with scientifically-based reading research, and outline potential building-level goals (<http://media.doe.in.gov/reading/2011-01-LitUpdate.html>). The actual submission will be online via the DOE online portal. The content provided will be the same as is on the static template; however, it may appear in a different format making for a smoother submission process.

Highlights of online format:

- Drop down menu of prepopulated options
- Ability to cut and paste portions of word documents into 4,000 character text boxes
- Option to mark sections as “not applicable at this time” with reminders of portions left empty to ensure a completed form for submission
- Built in explanation of key terms to provide clarity on required components
- Direct submission of the plan by school principal to IDOE

Timeline for development of Elementary Reading Plan:

June 2011: *Submission of reading plan due to IDOE to report a snapshot of current practices*

2011-2012 school year: *Careful analysis of current practices aligned with K-6 Reading Framework*

June 2012: *Submission of reading plan due to IDOE depicting a “plan” for scientifically-based reading instruction based on the K-6 Reading Framework*

2012-2013 school year: *Implementation of plan aligned with K-6 Reading Framework*

Frequently Asked Questions

What is the first year students will be retained if they don’t pass IREAD -3?

The 3rd grade students of 2011-12 must pass IREAD- 3 for promotion to fourth grade unless they meet one of the good cause exemptions.

Why does the June 2011 plan reflect current practices and not include steps we have already identified we should take to improve for next year?

The 2011 submission serves as a baseline of current reading practices and will assist in identifying potential gaps that need to be addressed during the 2011-2012 school year. Building level Reading Leadership Teams can help establish goals and support the implementation of necessary change. Once IREAD-3 data is returned in the Spring of 2012, further refinements can be made before submitting the reading plan in June of 2012.

How do I know if my school is required to submit an Elementary Reading Plan?

Any public, private or charter school with kindergarten, first, second or third grade students must submit a Reading Plan to IDOE in June.

What other resources may be helpful as we complete the Reading Plan and analyze our current practices?

- Short instructional video: <http://media.doe.in.gov/reading/2011-01-LitUpdate.html>
- Third Grade Reading Plan: <http://www.doe.in.gov/opd/languagearts/welcome.html>
- Indiana K-6 Reading Framework: <http://www.doe.in.gov/opd/languagearts/reading-framework.html>
- Indiana Response to Instruction guidance document: <http://www.doe.in.gov/rti/index.html>

Who can I contact with questions pertaining to the Elementary Reading Plan?

Please direct all questions to the Literacy Specialists: Anna Shults (ashults@doe.in.gov) or John Wolf (jwolf@doe.in.gov).